

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

700 North 10th Street, Room 258
Sacramento, CA 95814-0338
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(916) 327-6318 (TDD)



June 20, 2008

To: LIHEAP Contractors

Subject: **2007 LIHEAP Close-Out Report**

The 2007 Low-Income Home Energy Assistance Program (LIHEAP) Contract with the Department of Community Services and Development (CSD) expired on April 30, 2008. Per contract requirements, no purchases or other obligations should be made after the expiration date. The Close-out Report is due to CSD on, or before, **July 31, 2008.**

Enclosed are the following forms which are necessary to complete your 2007 LIHEAP Contract Close-out Report.

- LIHEAP Close-Out Checklist and Certification of Documents Transmitted CSD 733 (Rev. 6/08)
- LIHEAP Excess Revenue and Interest Income Close-out Reconciliation Report CSD 733F (Rev. 6/08)
- LIHEAP Close-Out Equipment Inventory Schedule CSD 733G (Rev. 6/08)

To better assist you with the 2007 close-out reconciliation process, the Data Base Management System (DBMS) statement will no longer be included in CSD's Close-out packages. Aggregate expenditure data can now be located in CSD's Expenditure Activity Reporting System (EARS). Please refer to your agency's EARS YTD data for this contract. Reconciliation reports will be submitted as adjustments (see #2 below).

The following steps are provided to assist you with the preparation and submission of the Close-out Report to CSD:

1. CSD 733 (Rev. 6/08): The Close-out Checklist (CSD 733) must be submitted with your Close-out Report. EARS reports are submitted electronically. Check the appropriate boxes and assemble the forms (if applicable) in the order in which they are listed on the checklist. Sign the certification at the bottom of the checklist verifying that all documents are accurate, complete, and attached.
2. Expenditure reconciliation Adjustment Reports for Weatherization and/or ECIP/Assurance 16/HEAP must be applicable to the reporting period in which the adjustment occurred. Use the 2007 LIHEAP EARS reporting process to report fiscal or programmatic adjustments to the data previously submitted to CSD. Report any adjustments with a plus or minus (+ or -) to both programmatic and expenditure data. Please note the reporting period(s) being adjusted in the "Comments" section of the Close-out Checklist (CSD 733) form. Please do not send in hard copy adjustment reports with your Close-out Report.

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3. CSD 733F (Rev. 6/08): Use this form to reconcile your Weatherization and ECIP/Assurance 16/HEAP Budgets by reporting Actual Costs, Direct Program Activities, Reimbursements, Interest Earned, and Excess Revenue balances earned and expended during the Program Year. The form will calculate any remaining Interest/Excess Revenue balances which shall be carried forward into the 2008 Program Year. Please download this updated Excel formula-driven form and instructions off CSD's Website for your use.
4. CSD 733G (Rev. 6/08): Use this form to report equipment inventory of items purchased with LIHEAP funds.

Forward one copy of the Close-out Report to CSD no later than **July 31, 2008**, to the following address:

Department of Community Services and Development
700 North Tenth Street, Room 215
Sacramento, CA 95811
Attention: Field Operations, Energy Services Unit

Should you have any questions or need assistance in completing the Close-out Report, please contact your Field Representative.

Sincerely,

Lorraine Yamada

LORRAINE YAMADA, Manager
Energy Services, Field Operations

Enclosures